

**SWANA TECHNICAL ASSISTANCE PROGRAM STUDY**

**FINAL REPORT**

**BOROUGH OF WEST HOMESTEAD, PENNSYLVANIA**

**RECYCLING DROP-OFF IMPLEMENTATION**

**2008**



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### **Executive Summary**

The Borough of West Homestead, PA is a non-mandated community as defined in PA Act 101. However, as is the case with many non-mandated communities, the Borough is interested in providing recycling options to its residents and therefore wants to explore the possibility of establishing two (2) permanent recycling drop-offs within the Borough. The selection of the recyclable materials collected at the proposed sites would be market driven and also will be determined to best meet the needs of the Borough and its residents. Through the SWANA Recycling Technical Assistance Program (TAP) the PA Resources Council (PRC) was engaged to work with Borough and Planning Commission representatives to develop a feasibility study addressing the issues surrounding designing, establishing, and operating a recycling drop-off program.

The locations suggested by Borough representatives for the drop-offs were in the parking lot behind the Borough Building and Police Station at 456 West Eighth Avenue and the parking area across the street from Calhoun Community Park, Fieldstone Drive (see photos and maps in Appendix 1).

The PA Resources Council (PRC), with input from representatives from West Homestead Borough and Planning Commission representatives, developed the following study and recommendations.

### **Scope of Work**

After preliminary meetings with Brian Barefoot, Planning Commission Member and primary Borough contact, PRC developed the following Scope of Work for the project:

- 1) Meet with the designated Borough representative(s) to gather background information, visit proposed drop-off sites, and determine which materials will be accepted at drop-off locations.
- 2) Research, price, and recommend suitable collection containers.
- 3) Contact local recycling haulers/vendors to determine which best suits the needs of the Borough.
- 4) Determine whether the Borough or hauler will be responsible for servicing the drop-offs.
- 5) Conduct an abbreviated cost-benefit evaluation of the current trash collection program versus the proposed recycling drop-off program.
- 6) Examine potential funding streams and make recommendations.
- 7) Complete final report.

Specifically, PRC examined viable options for determining:

Site location(s)

Site security precautions

Types of materials to accept

Contamination issues

Collection equipment

Associated costs

Collection methods and responsibilities

Borough of West Homestead – SWANA Recycling Technical Assistance Program 2008

Potential recycling haulers and vendors

Recycling education

Available recycling markets

Cost-benefit review of current collection program versus drop-off recycling program

Potential funding streams

## **Background Information**

### **Why Recycle?**

#### Economic Benefits

Implementing a recycling program can:

- Save solid waste disposal, collection, and transportation costs
- Generate revenues from the sale of recyclables
- Create jobs
- Lessen your environmental footprint

#### Environmental Benefits

- Recycling saves landfill space, preserves resources, conserves energy, reduces air pollution, and saves water.

## **Preliminary Program Planning**

### **Designate a Recycling Coordinator**

Appoint a recycling coordinator to orchestrate the various program components. While a full-time coordinator will be the most effective, that option is not always possible. If you can't afford to hire someone full-time, consider either hiring part-time staff, appointing a program administrator or public works employee, or recruiting a dedicated volunteer.

### **Survey Present Solid Waste Operations**

Is solid waste currently being collected by the public works department, a solid waste hauler contracted by the local government, or by haulers who contract with individual households?

Determine how much solid waste is currently collected by checking municipal records. Then figure out how much solid waste can be recycled by conducting a waste characterization study.

Be sure to factor in the types and amounts of recyclables already being collected by scout troops, commercial buy-back operations, and fundraising drives.

### **Locate Materials Market**

To determine the availability of recycling markets, check the phonebook (under recycling centers/services), check the PA Department of Environmental Protection's website, contact the County Recycling Coordinator, and consult local waste/recycling haulers/processors.

### **Evaluate Collection Methods**

Are drop-off sites or a curbside program (or a combination of both systems) better for your community? Recycling drop-off sites are usually utilized in areas where individual household collection is impractical and cost savings are important. Some advantages of drop-off sites are low capital costs, ease in collecting more categories of materials than with curbside collection, little or no staffing is required, and they can be open 24 hours a day. However, drop-offs are less convenient than curbside (resulting in a lower volume recovered), recyclables can be contaminated with unacceptable items, they are vulnerable to theft, vandalism and litter, and can become unsightly if not adequately serviced.

### **Select Collection Method**

Choose a method of collection based upon monetary constraints, equipment needed, staff resources, and housing density. Examine similar local governments' recycling programs to determine if their methods would suit your situation.

### **Define Equipment Requirements**

Is your current equipment inventory adequate or is additional machinery is needed? Consider retrofitting existing vehicles, trailers, and dumpsters. Find out what similar municipalities are using.

### **Conduct An Economic Analysis**

Determine the costs of each collection method/program and assess current funding availability. Consider alternative funding mechanisms. Consult the PA DEP for guidance/resources regarding full-cost determination, and remember to factor in solid waste cost savings and anticipated revenues from the sale of recyclables.

### **Consider Regional Recycling**

Contact other local municipal recycling coordinators and talk to your neighboring communities about establishing a regional recycling program. Benefits include:

- Market leverage due to larger volumes
- Lower equipment and labor costs
- Decreased transportation costs
- Reduced administrative costs
- Higher market prices for greater volumes of recyclables

### **Program Design**

#### **Identify Your Markets**

Your markets determine how materials are collected. For example, glass, plastic, and steel markets may or may not accept labels on containers they receive; some paper stock dealers accept colored/shiny advertising inserts with newspapers, and some don't. Find out how the markets want materials prepared, such as:

- Baled or loose
- Crushed or densified
- Granulated or whole
- Mixed or separated

Keep in mind there are more marketing options with higher quality materials. Arrange for shipment to market either by your local government, a recycling collection service or processor, or see if the market will pick up the materials.

#### **Drop-off Site Design Factors**

Drop-off centers should be located in areas convenient to program participants. Design factors should include:

- Accessible, secure and visible locations
- Weather protection
- Adequate storage space
- Collection vehicle access

- Organized traffic flow
- An attractive, clean site

### **Private vs. Public Collection**

Many local governments are choosing to contract solid waste management services. To help you decide whether to exercise this option, discuss the advantages and disadvantages of public versus private collection with local governments experienced with this issue. You can also obtain a free publication from the EPA called Public-Private Partnerships for Environmental Facilities: A Self-Help Guide For Local Government. It describes the benefits of working with the private sector and how to develop innovative financing approaches through public-private relationships.

### **Program Operations**

When implementing your system, anticipate problems and determine mechanisms to address the issues. Design the system to be flexible enough to adapt to unforeseen circumstances.

### **Program Monitoring and Evaluation**

Keep accurate and complete records of all activities, including amounts of materials recovered, revenues and costs, problems with collection, processing, or markets, and complaints by the public and staff members. Analyze program records to ascertain if:

- The collection method is reliable
- More education/publicity is needed
- Recovery rates are consistent
- The quality of recyclables is consistently high

In addition, set up a system for receiving and responding to suggestions and complaints, and if you have a private contractor, make sure the contractor complies with work specifications

## **Borough Information**

**West Homestead** is a borough in Allegheny County, Pennsylvania, 8 miles (13 km) southeast of Pittsburgh, on the Monongahela River. Heavy industries associated with nearby steel mills had existed here. Established were axle works, brickworks, and manufactories of machinery, car wheels, etc. In 1910, 3,009 people lived in West Homestead. The population was 2,197 at the 2000 census.

According to the United States Census Bureau, the Borough has a total area of 1.0 square miles (2.6 km), of which, 0.9 square miles (2.4 km<sup>2</sup>) of it is land and 0.1 square miles (0.3 km<sup>2</sup>) of it (9.90%) is water.

## **Attractions**

Sandcastle waterpark is a waterpark that has 14 water slides and 3 speed slides and the newest addition the Blue Tooba Looba.

The Waterfront is a new "life style" shopping center that includes a "downtown" square, a 22-auditorium movie theater, a strip mall, several restaurants, an apartment complex, and new hotel development.

## **Demographics**

As of the census of 2000, there were 2,197 people, 956 households, and 623 families residing in the borough. The population density was 2,408.9 people per square mile (932.2/km<sup>2</sup>). There were 1,106 housing units at an average density of 1,212.7/sq mi (469.3/km<sup>2</sup>). The racial makeup of the borough was 89.53% White, 8.83% African American, 0.18% Native American, 0.55% Asian, 0.05% from other races, and 0.86% from two or more races. Hispanic or Latino of any race were 0.55% of the population.

There were 956 households out of which 22.9% had children under the age of 18 living with them, 47.3% were married couples living together, 12.9% had a female householder with no husband present, and 34.8% were non-families. 30.4% of all households were made up of individuals and 13.2% had someone living alone who was 65 years of age or older. The average household size was 2.30 persons and the average family size was 2.87 persons.

In the borough the population was spread out with 21.0% under the age of 18, 5.1% from 18 to 24, 25.4% from 25 to 44, 24.9% from 45 to 64, and 23.6% who were 65 years of age or older. The median age was 44 years. For every 100 females there were 88.6 males. For every 100 females age 18 and over, there were 89.2 males.

The median income for a household in the borough was \$33,309, and the median income for a family was \$44,338. Males had a median income of \$35,033 versus \$27,700 for females. The per capita income for the borough was \$17,327. About 9.2% of families and 13.7% of the population were below the poverty line, including 20.6% of those under age 18 and 5.5% of those age 65 or over.

### **Recycling Drop-off Site Locations**

The Borough has suggested the following two potential locations for siting of the recycling drop-offs. On January 18, 2008, PRC staff members David Mazza and Michael Stepaniak met with Brian Barefoot, West Homestead Planning Commission member, and toured both proposed drop-off locations.

The following observations were made:

#### **Location 1:**

#### **Borough Building and Police Station at 456 West Eighth Avenue, West Homestead, PA 15120**

This location seems well suited to the type and size of the drop-off anticipated. The site is located in the front corner of the parking lot behind the Borough Building. This site currently used for overflow parking for the Borough building as well as parking for the West Homestead Borough Police Station (see photos, Appendix 1).

#### **Positives:**

The site is well lit, centrally located and easily accessible to Borough residents. The parking lot is paved, level and large enough to accommodate participants and provide access to trucks for servicing of containers. The site is highly visible and has frequent traffic flow, is well known to Borough residents and is close to several major traffic arteries. Sharing space with the Borough Police Department minimizes potential security issues and should insure little to no risk of illegal dumping, scavenging and acts of vandalism.

This location is in close proximity to the Borough's business district, which allows easy access for business owners/operators wanting to participate in the drop-off program.

#### **Negatives:**

The site abuts a private residential property, is easily visible from the street and currently is being utilized as a storage site for large concrete sewer/storm water components, manhole covers and other miscellaneous related items (see photos, Appendix 1). In addition, a small tree planted next to the sidewalk may cause problems with servicing the location due to overhanging branches.

It should be noted that, as with any drop-off location, adequate servicing and maintenance/clean up of the area must be maintained in order to minimize the potential of overflow and subsequent litter problems.

#### **Recommendations:**

It is our recommendation that the site be utilized as one of the two permanent drop-off locations. Prior to installation of collection containers the above mentioned construction materials currently stored at the site should be moved to a more suitable location, the tree should be pruned to facilitate adequate accessibility by collection equipment and the adjacent property owner should be contacted and made aware of the plan to install collection containers at the location.

The Borough may want to consider installing some type of a fence or other screening material to limit visibility to both the adjacent property owner and the street. The Borough may also want to limit the hours of operation at this site to eliminate any noise related problems for the adjoining property owner.

**Location 2:**

**Calhoun Community Park, Fieldstone Drive, West Homestead, PA 15120**

This location could be used but is not as ideal as Location 1. The site is directly adjacent to the main parking lot for Calhoun Community Park and ball field. The proposed drop-off site is currently underutilized by both residents and the Borough and therefore would not present any current usage issues.

**Positives:**

The location is directly adjacent to the Borough's main community park and ball field. The location is well known and often frequented by Borough residents. The location is also adjacent to a large residential community allowing for easy access for residents. There is adequate space and access to the site for both drop-off and servicing of containers.

**Negatives:**

This site is a much more out of the way location than Location 1, which could increase the incidence of scavenging, illegal dumping and vandalism. The proposed site is not completely level, not paved and is currently only a dirt surface covered by a layer of gravel and rock. There are tree branches overhanging the location which could impede servicing of the collection containers. Also there is no lighting at the location, although power is available via the existing metal pole and emergency siren located in the far left corner of the area, (see photos, Appendix 1). This location is also directly adjacent to a residential property and that could raise concerns from the property owner.

This location is not in close proximity to the Borough's business corridor and therefore would not be as likely to encourage participation by local businesses.

**Recommendations:**

While this general location is not as convenient or centrally located as Location 1, it does provide some positive aspects. The location is across the street from the primary community park and ball field in the Borough. It is a location that is well known and frequented by Borough residents. However, the exact location selected by the Borough is not the most conducive to hosting a drop-off. The area is unpaved and currently unlit. PRC recommends the Borough consider either paving the location and adding lighting or, as a lower cost alternative, locating the drop-off across the street in the paved parking lot of the community park. There appears to be adequate space in the paved parking lot to accommodate a drop-off of the size needed to service the residents of the Borough. If the Borough decides to utilize the original site PRC recommends that the Borough look into the installation of video monitoring equipment (camera) and/or additional police patrols of the location to help minimize instances of illegal dumping, scavenging and vandalism.

### **Selection of Recycling Collection Containers**

There are a wide variety of collection containers available on the market. Careful consideration should be given to container selection to assure they meet the specific needs of the Borough. The selection of collection containers should be determined based on the size, volume and types of materials targeted for collection. Collection containers not only need to provide materials protection from the elements, they need to allow participants easy access to deposit materials as well as allowing for convenient servicing. In addition, the frequency and type of pick-up needs to be factored into the decision making process. Finally, who will be servicing the drop-off location, the Borough or a private hauler? Does the hauler provide collection containers, if not, will the Borough need to purchase specific containers to be compatible with the hauler's collection equipment? If the Borough opts to purchase containers to match a specific hauler's equipment, what happens when or if the Borough switches haulers or if the hauler upgrades to new equipment?

See Appendix 2 for examples of the three types of recommended containers and a list of manufacturers/dealers.

### **Recycling Trailers**

Recycling trailers provide a flexible option for drop-off collections, they are portable, can accommodate a variety of materials and can be moved by almost any type of vehicle equipped to tow a trailer of the appropriate size/weight. This would enable the Borough to service its own drop-off locations thereby eliminating the need to match containers to a specific hauler. This would also provide the Borough the best chance of generating a revenue stream from the collection of the materials by eliminating any potential private hauling cost. It would also allow the Borough to take advantage of markets by taking the material to whichever processor is currently paying the most. Utilizing recycling trailers would also provide the Borough with the flexibility to move the drop-off locations around the Borough, have them at special events and target specific and/or seasonal recycling opportunities (phonebooks, aluminum cans, magazines, etc.). Trailers are customizable with specific opening sizes and dimensions, this can help to assure correct materials are placed into the appropriate compartment and minimize contamination.

Recycling trailers have a higher capital cost than dumpsters (average range of \$8,000 to \$15,000 each), need to be registered for highway travel and require a vehicle with a towing capacity equal or greater than the trailer's fully loaded weight. In addition, trailers require routine maintenance to assure continued road-worthiness and may have a shorter lifespan than dumpsters.

### **Frontload/Rear load Dumpsters**

Dumpsters are relatively inexpensive (average range \$5,000 to \$8,000 each), available in a variety of sizes and configurations, are compatible with most haulers' equipment and provide secure, stable storage of materials. Dumpsters require no registration and little to no routine maintenance to provide years of service. Dumpsters can also be modified to facilitate the collection of specific materials and minimize contamination.

Dumpster size and configuration should be determined based on the type of materials selected for inclusion in the drop-off program. In order to purchase the correct type of dumpster the Borough will need to know in advance who will be servicing the drop-offs and what type of collection equipment they will be using.

### **Recycling Roll-offs**

Like trailers, recycling roll-offs provide flexible options for use at drop-off locations; they too are portable and can be configured to accept a variety of materials (average range \$7,000 to \$12,000 each). Roll-offs provide excellent capacity, especially for larger, heavier or bulkier recyclables (cardboard, magazines, phonebooks, etc.). Roll-offs can be built with customized openings to limit contamination and provide protection from the elements.

On the downside, roll-offs also carry higher initial costs than dumpsters, require specialized equipment to transport them and would require a larger surface area for placement and servicing.

### **Recommendations:**

Based on the available information, the types of materials targeted for collection, the proposed drop-off locations, current available funding and projected usage of the drop-offs, it is recommended that the Borough consider purchasing either front or rear load dumpsters. These dumpsters are the most cost effective and versatile style of drop-off container available. The Borough will first need to identify who will be servicing the drop-offs in order to determine which type of dumpster (rear load or front load) to purchase.

Another option to purchasing containers is to identify a hauler and determine if the hauler is able to provide the dumpsters. This will minimize capital costs and ensure that the containers are compatible with the haulers collection equipment.

### **Selection of Acceptable Materials**

The following factors should play a role in determining the selection of acceptable materials for the drop-off locations:

- Market availability
- Potential revenue streams
- Ease of collection
- Transportation costs
- Type and size of collection containers
- Size and capacity of drop-off sites
- Public demand

Based on current available information for the Pittsburgh area recycling markets, PRC recommends the following materials, at a minimum, be considered for inclusion in West Homestead's drop-off collection program:

- Mixed paper
- Aluminum cans
- Bi-metal cans
- Newspaper
- Plastic bottles, jugs and jars (numbers 1 and 2)
- Clear and colored container glass
- Corrugated cardboard

Other potential acceptable materials:

- Magazines
- Phonebooks
- Catalogs
- Junk mail
- Paperboard (cereal boxes, etc.)
- Plastics, numbers 3 through 5 (containers only)

The Borough should regularly evaluate its list of acceptable materials and current market trends to make sure their drop-offs are functioning at peak efficiency. If need be, acceptable materials can be added/removed as market conditions change.

**Local Recycling Haulers/Vendors**

(This may not be a complete list. Inclusion on this list does not constitute recommendation of endorsement)

**Waste and/or Recycling Hauling Companies**

Abitibi Consolidated Recycling Division PO Box 607 Carnegie, PA 15106 412-279-3001	PA Recyclers, Inc. P.O. Box 30 Springdale, PA 15144 724-274-9040
Agents of Change Recycling 1829 Middle Road Glenshaw, PA 15116 412-487-5885	Vogel Disposal /Tri-County Recycling 120 Hutchman Road P.O. Box 1167 Mars, PA 16046 724-625-9000
Allied Waste Services of Pittsburgh 73 West Noblestown Road Carnegie, PA 15106 412-429-2600	WM North Huntingdon Hauling 310 Leger Road North Huntingdon, PA 15642 800-458-4090
Morrow Refuse 4985 Bakerstown-Culmerville Road Tarentum, PA 16056 724-265-2491	

**Paper Processors & Brokers**

(These companies may also offer hauling services)

Ace Paper Recycling Inc. P.O. Box 963 McMurray, PA 15317-2585 724-941-4242	Independent Recycling Services P.O. Box 13392 Pittsburgh, PA 15243 412-278-0200
Allegheny Records Destruction Service Old William Penn Highway East Delmont, PA 15626 800-245-2497	Iron Mountain Secure Shredding 1201 Freedom Road PO Box 1920 Cranberry Township, PA 16006 800-687-7867
Atlas Waste Paper Corporation S. 24th & Wharton Streets Pittsburgh, PA 15203 412-431-5329	Shred-It 16 Commerce Drive Pittsburgh, PA 15239 412-798-3800
Cintas Document Management P.O. Box 46156 Monroeville, PA 15146 412-798-7720 1-800-CINTAS1	Stanson Paper Processing, LLC 876 R.I. Lampus Avenue Springdale, PA 15144 724-275-7285

**Material Recycling Facilities**

(These companies process and recycle many materials and may also offer hauling services)

Pittsburgh Recycling Services, Inc. 50 Vespuccius Street Pittsburgh, PA 15207 412-420-6000	Tri-County Recycling 120 Hutchman Road P.O. Box 1167 Mars, PA 16046 724-625-9000
Recycle Management Corporation (3 locations) 73-A West Noblestown Road P.O. Box 298 Carnegie, PA 15106 412-429-8522	
4000 Grand Avenue Neville Island, PA 15225 412-250-0275	
16 South Washington Street Mida Industrial Park P.O. Box 777 Donora, PA 15033 724-379-9535	

### **Recycling Education**

Begin communicating with and involving residents, businesses, schools and other institutions early in the planning process. Plan and implement a program kick-off to generate interest and enthusiasm for the program. Inform the public of program requirements and elicit their support. Address the following program elements: why, what, how, where, and when. Provide easy-to-understand instructions on how to participate and keep your communication positive. Tailor your program to address specific populations, such as those who don't speak English, and address citizens' concerns. Borrow ideas for successful public education activities that other communities have used. Provide feedback on program accomplishments and make publicity an on-going effort. In addition, develop a program to educate recycling program personnel, including collection crews.

### **Publicity Methods**

Several publicity tools may be employed such as:

- A letter from the Mayor or Borough Manager to residents, businesses, schools and other institutions
- Special events such as games and contests
- Printed materials (newsletter, flyers, brochures, signs, posters)
- Personal outreach at public events
- Direct communication with individual residents
- Presentations/booths at schools, fairs, community events
- Messages in utility/tax bills

In addition, signage at the drop-off locations is a must for any successful recycling drop-off program. Signs should be clear, concise and easy to read and understand. Information on signs should include the types of materials accepted, how to prepare materials, where to place materials, hours of operation, a number to call with questions and any other relevant information (See Appendix 3 for sample signage).

**Abbreviated cost-benefit evaluation of the current trash collection program versus the proposed drop-off program**

West Homestead Borough currently has 126 business fronts. Of these, 20 are vacant. Of the 106 active businesses operating in the Borough only 11 contract with the Borough for waste hauling services. The remaining 95 businesses utilize independent waste and recycling haulers. Borough administration does not collect tonnage figures relating to the amount of waste generated by businesses using independent waste and recycling haulers.

On the residential side, the US census of 2000 revealed that there were 2,197 people, 956 households, and 623 families residing in the Borough. Figures made available by Borough personnel indicate that approximately 1,200 tons of waste is collected annually in the Borough. This tonnage figure includes only residential waste and waste generated by businesses serviced by the Borough. Single-family homes are assessed \$100 per year by the Borough for trash removal. Multi-family homes also pay an annual fee of \$100 per family. The annual assessment for businesses is based on the amount of trash each generates. The Borough's street commissioner determines the amount businesses are assessed.

There are a wide-range of variables associated with establishing and operating a recycling drop-off program in the Borough that can potentially affect the cost-benefit ratio. From an economic perspective, the cost-benefit ratio relates to comparing existing trash hauling expenses and estimated drop-off program expenses versus potential revenues generated from the sale of recyclables and/or cost avoidance related to reduced amounts of general trash being collected. Consequently, determining solid waste cost savings and anticipated revenues from the sale of recyclables prior to implementing the program are highly speculative.

Examples of start-up and ongoing costs associated with a recycling drop-off program may include some or all of the following:

- Recycling container costs (buy or lease)
- Container maintenance (if containers are purchased rather than leased)
- Materials and supplies
- Signage and advertising
- Site preparation (paving, lighting, etc.)
- Security
- Contract services (if drop-offs are serviced by independent hauler)
- Labor costs (if drop-offs are serviced by borough workers)
- Vehicle costs (gas, oil, vehicle maintenance if drop-offs are serviced by borough workers)
- Operating costs (distance to recycling facility, fuel price, amounts and types of materials collected, market/ tipping costs)
- Maintenance (parts and staff time)

Some variables affecting revenues include:

- Current and future funding availability (grants, donations, other available funding sources)
- Funds generated through the sale of recyclables (determined by the amounts and types of materials collected, available markets, and market value of materials collected)

Once the drop-off program is up and running Borough officials will need to calculate the cost per ton of trash collected and disposed of versus the cost per ton of materials collected and recycled. PRC suggests that the Borough first document the structure and guidelines of the recycling program, followed by its future goals and strategies. By doing so, progress or setbacks can be easily quantified. These benchmarks will in all likelihood need to be adjusted as the program matures and expands. Once a pattern is developed Borough officials can make adjustments and fine-tune the program.

## **Final Recommendations**

After careful consideration of the information gathered for this study the following recommendations are being presented for consideration:

Start small and build on program success. Start with the most marketable materials and seek out low-cost, no-cost options for collection. Abitibi Paper Retriever Program will provide free containers and pick-up of mixed paper as well as providing revenue to a designated non-profit. Also talk to local scout troops or other organizations about setting up an aluminum can drop-off.

Partner with surrounding municipalities. Check with surrounding municipalities about combining efforts and piggybacking off of existing collection equipment and processing contracts. Offer the value of the recyclables collected in exchange for their no-cost pick-up from the Borough's drop-off locations.

Contact local haulers/processors to gage their interest in providing low-cost/no-cost containers and/or hauling in return for the rights to the materials dropped-off. Even though the recycling collection itself will be revenue neutral, the Borough can still recognize a savings through decreased waste disposal costs by diverting tonnage to the drop-off program.

Schedule a pre-application meeting with PA DEP staff to determine the Borough's ability of applying for and receiving 902 grant funds to reimburse the Borough for equipment purchase costs.

Explore the availability of used containers/equipment. Municipalities sometime purchase containers or equipment and then update, expand or otherwise change their collection/drop-off programs and no longer can use the equipment. Often, this equipment can be purchased at a reasonable cost by another community for use in their program. Check with regional DEP representative Sharon Svitek (412-442-4130) to determine if any local municipalities have dumpsters, trailers or roll-offs that were purchased with 902 funds and are currently not being used.

Find out if local businesses who are already recycling materials such as paper and cardboard would be willing to allow other nearby businesses to drop-off their materials. Organizing recycling partnerships and/or collaboratives allow businesses to pool their resources, maximize the collection potential and reduce collection costs.

Explore opportunities for corporate/business or local politicians providing sponsorship. Often large retailers, well-established businesses or politicians with roots in the community are willing to support community efforts such as recycling in return for public recognition of the support. Check with local business owners, State Representatives or the State Senator to see if they would be willing to sponsor the purchase of recycling containers in return for signage or some other means of recognizing them as the sponsor

Make sure that residents, businesses, schools and other institutions are aware of the program and understand how to participate. Announcements, signage and ongoing education are key to a successful drop-off program. Well-informed, educated residents and businesses will ultimately determine the level of success of your drop-off program.

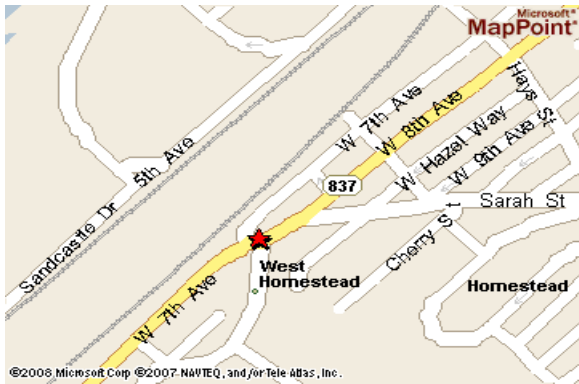
Plan for adequate capacity, maintenance and servicing of the drop-off locations. Planning for these components can help to eliminate problems such as overflowing containers, litter and trash accumulation, illegal dumping, vandalism and other unwanted activities. This will ensure a clean, smooth running program that is well received by residents and businesses.

## **APPENDICIES**

## Appendix 1

### Location 1

West Homestead Borough Building  
456 West 8<sup>th</sup> Ave.  
West Homestead, PA 15120



Municipal Building (front view)



(rear view)



Proposed drop-off site  
(note materials currently being stored at location)



Proposed drop-off site (street view)

## Location 2

Calhoun Community Park  
Fieldstone Drive  
West Homestead, PA 15120



Proposed drop-off site



Proposed drop-off site (street view)



Suggested alternate site



Emergency siren & pole at site

## Appendix 2

### Trailers:



### Roll-offs:



**Frontload/Rearload Dumpsters**



Front Load Dumpster

2,3,4,6 and 8 cu. yd. models



Rear Load Dumpster

1, 1/12, 2, 3, 4, 6 and 8 cu. yd. Models

**Manufacturers/Dealers:**

**Suburban Equipment Company, Inc.**

211 Preston Ave. Suite 7  
Erie, PA 16511  
Phone: 888-832-8080  
Email: [info@subeq.com](mailto:info@subeq.com)  
Website: [www.subeq.com](http://www.subeq.com)

**Waste Quip**

Millersburg, OH  
Phone: 800-220-2228  
Website: [www.wastequip.com](http://www.wastequip.com)

**Buck's Fabricating**

3547 Perry Highway, Hadley PA 16130  
Phone: 1-800-233-0867 **Fax:** 724-253-3863  
E-Mail: [salesro@bucksfab.com](mailto:salesro@bucksfab.com)  
Website: [www.bucksfab.com](http://www.bucksfab.com)

**Haul-All**

Phone: 1(888)428-5255 (USA & Canada)  
Fax: 1(403)328-9956  
Email: [solutions@haulall.com](mailto:solutions@haulall.com)  
Website: [www.haulall.com](http://www.haulall.com)

**Pro-Tainer**

P.O. Box 427 - Alexandria, MN 56308  
Phone: 1-800-248-7761  
Website: [www.protainer.com](http://www.protainer.com)

**Dempster Industries Inc.**

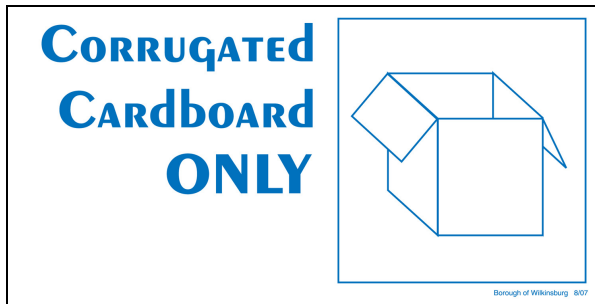
711 South Sixth Street  
Beatrice, NE 68310  
Phone: (402) 223-4026  
Fax: (402) 228-4389  
Website: [www.alleycatdepco.com](http://www.alleycatdepco.com)  
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**Thompson Fabricating Incorporated**

60 Council Avenue, P.O. Box 432 • Wheatland, PA 16161  
Toll free (888) 318-8876 • Phone: (724) 981-8876  
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## Appendix 3

### Sample container signage




Sample instructional signage

# Welcome to the Borough of Wilkinsburg's **RECYCLING** **DROP-OFF**

**Please read and follow all recycling instructions carefully!**

## Acceptable

- **Plastics**, numbers 1 through 5 (when in doubt, check the recycling symbol on the bottom) 
- **Aluminum and steel cans** (mostly beverage containers)
- **Glass bottles, jugs and jars** (no light bulbs, window glass, etc.)
- **Corrugated cardboard** (boxes) flatten and Place into slot marked "Cardboard Only"
- **Mixed paper** including office/copier paper, junk mail, magazines, phonebooks, newspaper, flyers, pamphlets, brochures, tablets, booklets



## Un-Acceptable

- Napkins
- Tissues
- Food
- Light bulbs
- Window glass
- Styrofoam
- Plastic bags
- Pens, pencils
- Clipboards

Place all recyclable materials inside trailer through designated openings.  
**Do not leave recyclables on the ground!** • Do not place trash, contaminants or other non-recyclables in trailers. • **Close all trailer doors after inserting recyclables.** • Do not climb or play on or around trailers!  
**For recycling related questions please call: 412-244-1066**

**Thank you for your participation!**